



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
MEDICAL RECORD CONSULTANT  
OPEN EXAMINATION  
CONTINUOUS TESTING**

CW3O -1863 8H126

Bulletin Release Date: July 18, 2016

This bulletin supersedes the bulletin released on January 29, 2016



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement should apply. This is an open examination. Applications will not be processed on a promotional basis and career credits do not apply.

**HOW TO APPLY:** Applications and a copy of official transcripts must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit Standard State Application to:

**By Mail or In Person:**

**California Department of Public Health  
Examination Services Unit  
1615 Capitol Ave., 4<sup>th</sup> floor, Suite 73-430  
P.O. Box 997378 MS 1700-1702  
Sacramento, CA 95899-7378**

**(916) 552-8959**

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIAN DEPARTMENT OF HUMAN RESOURCES (CalHR).**

**FINAL FILING DATE:** There is no final filing date. Testing is considered continuous as dates can be set at any time.

Applications must be submitted by the final filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The final dates are:

**February 22, 2016**

**August 22, 2016**

**TESTING PERIOD:** A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

**SALARY RANGES:** \$4777 - \$5991 per month

**EMPLOYEE BENEFITS:**

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- Health, Dental, and Vision
- Cash Benefit Programs
- Disability Insurance
- Work, Home, and Family
- Beneficiary and Survivor Benefits
- Awards
- Retirement and Separation Benefits
- Flexible Schedules
- Public Transit Reimbursement (limits apply)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

**IDENTIFICATION REQUIREMENT:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**POSITION DESCRIPTION:** Consults with records personnel, physicians, hospital administrators, and nurses on the extent and nature of patient care information currently recorded in admission, discharge, clinical and other records in hospitals and related health facilities; assists in the design of standards and advises on feasibility and methods of

obtaining significant data in hospital records and health facility; identifies data including indexes of patient flow, use of specialized services, population characteristics conducive to hospital use and other data which may be obtained from or integrated into hospital medical records; develops experiments of medical records procedures to record and transcribe necessary data and investigates and evaluates their applicability to hospital systems; analyzes the potentials and limitations of medical records systems as sources of hospital planning data; meets with and works with hospital administrators, nursing directors and supervisors, Medical Record Officers, and other hospital personnel to obtain cooperation in meeting standards for medical records in public medical care programs and to coordinate application of experimental procedures, including resolution of problems, and provisions of assistance in installing and making adjustments of medical records systems and procedures, reviews data reported for adequacy of standards and reporting procedures, and checks, interprets and advises on such matters as Standard Nomenclature, National Health Surveys, International Statistical Classification and legal aspects of medical records maintenance and reporting; prepares manuals, training aids and organized training programs as required; maintains close liaison with hospitals, medical records librarian associations and other pertinent organizations and professional groups.

Positions exist within the Department of Public Health in Kern, Sacramento, and San Mateo counties.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications **must** include "to" and "from" dates (month/day/year), time base, job titles and/or civil service class title(s), and range (if applicable) for all work experience. College course Information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree. **Applications received without this information will be rejected. Applicants must submit a copy of official transcripts along with the application when using education to meet the entrance requirements for this examination.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Registration by the American Association of Medical Record Librarians as a Registered Record Librarian or eligibility for examination for registration. (Applicants who are not Registered Record Librarians will be admitted to the examination, but they must secure the certificate of registration, or submit proof of eligibility for examination for registration as evidenced by a statement from the Association before they will be considered eligible for appointment.)

**AND**

Experience: Three years of increasingly responsible experience in planning, organizing, and directing all medical records activities in a hospital or related health facility including developing and installing medical records systems and providing reference, research, and consultive service for professional staff including interns, residents, and fellows.

**AND**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**EXAMINATION INFORMATION:** The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

**INTERVIEW SCOPE:** In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

**Knowledge of:**

1. The principles, standard practices and techniques in the field of health information administration.
2. The principles and methods utilized in the organization and management health information systems.
3. The current trends and developments in health information systems methods and procedures.
4. Health facility and management, and the relation of health information systems to facility functions and programs.

5. Research methods, procedures and statistics.
6. Health Insurance Portability and Accountability Act (HIPAA) requirements and obligations and related federal and state statutes and regulations.

**Ability to:**

1. Establish and maintain cooperative relationships.
2. Plan and conduct training and instructive programs.
3. Appropriately handle stressful situations in the workplace, in a professional and tactful manner.
4. Adapt to changes in priorities, work assignments, and other interruptions which may impact pre-determined courses of action for completing or progressing with work tasks.
5. Use office equipment such as a personal computer (PC), fax machine, calculator, copy machine, etc.
6. Utilize resource tools (e.g., statutes and regulations, on-line references, dictionaries, and texts.)
7. Organize work assignments to ensure timely completion of projects, such as survey reports, program flex requests.

**SPECIAL PERSONAL CHARACTERISTIC:** Willingness to travel throughout the state; perseverance, tact, keenness of observation, and neat personal appearance.

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire **18** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS' PREFERENCE:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

**HOW TO APPLY FOR VETERANS' PREFERENCE:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929      MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378      Sprint from voice telephone: 1-888-877-5379

California Department of Public Health  
**SECURITY INFORMATION FOR PARTICIPANTS**

Preparation, Development, Review of  
State Civil Services Examination Material

EXAMINATION TITLE: Medical Record Consultant

State law requires that civil service examinations are confidential and impartial. We ask that you assume a personal responsibility in maintaining the competitive aspects and confidential nature of this examination. The personal information that you provide on this form is required for documentation purposes. All information will remain confidential.

As a candidate, you must comply with the following test security standards:

1. DO NOT REVEAL the fact that you are participating in the examination process to anyone.
2. DO NOT DISCUSS any aspect of the examination with anyone. This includes supervisors, peers and co-workers. This security limitation includes information on all questions and answers.

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I certify that:

1. I will not reveal to anyone that I am participating in this examination.
2. I will not discuss any aspect of this material with anyone.
3. I will adhere to all the established security measures.

**I hereby certify and understand that the information provided by me in this application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsification. I further understand that this information may be verified and that, if it is discovered I have made any false representations, I will be removed from the promotional list resulting from this examination, and possibly dismissed from civil service.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Return this page with your original signature along with your State Application STD 678.

Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

**Examination Title:** Medical Record Consultant

**Name:** \_\_\_\_\_  
(Print: first, middle initial, last)

**FFD:** Continuous

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

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**Locations in which you are willing to work:**

Please indicate your choices - you will not be offered a job in locations not checked.

\_\_\_\_\_ 1500 Kern

\_\_\_\_\_ 3400 Sacramento

\_\_\_\_\_ 4100 San Mateo

**TYPE OF EMPLOYMENT DESIRED:**

**ON A PERMANENT BASIS, I AM WILLING TO WORK:**

\_\_\_\_\_ Full Time

\_\_\_\_\_ Part Time (regular hours less than 40)

\_\_\_\_\_ Intermittent (on call)

\_\_\_\_\_ Limited Term

**ON A TEMPORARY BASIS, I AM WILLING TO WORK:**

\_\_\_\_\_ Full Time

\_\_\_\_\_ Part Time (regular hours less than 40)

\_\_\_\_\_ Intermittent (on call)

\_\_\_\_\_ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your examination title, identification number and Social Security number.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_